



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CONSULTANT IN INTERNAL MEDICINE

Class No. 004162

■ CLASSIFICATION PURPOSE

Under direction, to provide consultative services pertaining to internal medicine to psychiatrists and physicians; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is found only in the Health & Human Services Agency (HHS). The Consultant in Internal Medicine is responsible for providing consultative services in internal medicine to psychiatrists and physicians assigned to the Edgemore Hospital and the County of San Diego Psychiatric Hospital.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Serves as a consultant in internal medicine to the psychiatrists and physicians of the Edgemore Hospital and the County of San Diego Psychiatric Hospital in matters of medical importance in the operation of the hospital.
2. Examines patients and makes recommendations for further study or treats patients with medical illnesses or complications.
3. Advises and reviews the work of physicians performing examinations, treatments and medical procedures or processes.
4. Acts as a liaison between the medical departments of various facilities including the University of California, San Diego, Edgemore Hospital, and the County of San Diego Psychiatric Hospital.
5. Coordinates laboratory and other technical medical services with the facilities under contract or working agreements.
6. Participates on the medical staff committees.
7. Participates in in-service training of physicians and nurses.
8. Provides courteous, high quality service to members of the public by personally responding to requests for service or by making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Internal medicine.
- Anatomy, physiology and diseases of the human body.
- Methods of conducting physical examinations.
- Methods of diagnosing and treating diseases and physical ailments.
- Modern developments in general medicine.
- Medicine used in the treatment of mental illness.
- Principles and practices of medical administration.
- Physical, psychiatric and rehabilitation therapies.
- County customer service objectives and strategies.

Skills and Abilities to:

- Provide advice and consultative services to psychiatrists and physicians in matters of internal medicine.

- Understand, interpret, and apply principles of internal medicine.
- Examine, diagnose, and treat patients who are suffering from diseases, physical ailments, or mental afflictions or illnesses.
- Operate and use a wide variety of medical instruments and materials when examining, diagnosing, and treating patients.
- Recommend, administer, and apply the correct medicine when treating patients who are suffering from diseases, physical ailments, or mental afflictions or illnesses.
- Closely review the work performed by physicians to ensure that medical protocols, procedures, and practices are appropriately followed
- Communicate effectively, both orally and in writing.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Establish and maintain rapport and provide prompt, efficient and responsive service to patients and other clients or customers.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Establish and maintain effective relationships with physicians, psychiatrists, medical personnel, management, employees, and employee representatives representing diverse cultures and backgrounds.
- Serve as an active participant when attending training sessions or when serving on committees.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

Possession of a Medical Doctor (MD) degree from an accredited medical school, and one (1) year of post-internship training and specialized training in internal medicine, sufficient to qualify for the Board Certification in that medical specialty.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### Licenses

- Possession of a valid license to practice medicine in the State of California is required prior to appointment and must be maintained throughout employment.
- A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

Applicants must either be certified by the American Board of Internal Medicine or be eligible for the certification examination as evidenced by written statement from the secretary of that Board.

A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

##### Working Conditions

The primary work environment consists of either the Edgemoor Hospital or the County Psychiatric Hospital. Incumbents may be exposed to contagious diseases and psychiatric patients who may be upset, hostile, or violent.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: October 25, 1968**  
**Revised: January 5, 2000**  
**Reviewed: Spring 2003**  
**Revised: June 14, 2004**  
**Revised: October 2005**

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Consultant in Internal Medicine (Class No. 004162)

Union Code: PR

Variable Entry: Y